



# Food Skills for Families Host Requirements

## Kitchen Facility Requirements

- ❑ **Space to Cook**  
Kitchen with space for 6-12 individuals to cook comfortably or a smaller kitchen with a teaching room/area attached that can also be used for food preparation.
- ❑ **Space to Teach, Discuss and Dine Together:**  
Teaching area with table and chairs that can comfortably accommodate at minimum six individuals.
- ❑ **Ability to Book a Kitchen with Required Equipment**  
Ensure good functioning of equipment (listed on the next page).

**Session Format Note:** Many partners choose to follow the six-session program format that is presented in the [participant handbooks](#). These sessions are written to follow a five-hour format (1 hour set up + 3 hours program + 1 hour cleanup). It is recommended that sessions are held once a week for six consecutive weeks or twice a week for three consecutive weeks. If the program or schedule does not meet your participants needs, modifications are encouraged. If you are modifying the program, we would love to know how, please record your plan and share a simple outline of what will be included (or excluded) in each session.

## Program Facilitator Requirements

- ❑ **Certified Food Skills for Families Facilitator**  
Program should be led by a Facilitator that has completed the in-person [Food Skills for Families Training Program](#). If your organization does not have a trained Facilitator on staff, the BCCDC Food Skills team is happy to connect you with one in your area. Host Organizations are responsible for contracting/hiring the Facilitator directly to run the program (42 hours recommended per program).

## Host Organization Staff Requirements

- ❑ **Participant Registration, Commitment & Confirmations**  
Host Organization staff are responsible for registering participants. Host will provide a list of participants to Facilitator prior to program and provide reminder calls/emails to participants prior to the first session. The program is optimal for 8-12 participants.
- ❑ **Post-Program Survey**  
Following the final session, a representative of the Host Organization will complete a post-program survey.
- ❑ **First Aid & First Aid Procedures**  
First aid kit located in or near kitchen, and first aid procedures shared with Facilitator and participants.

## Participant Requirements

- ❑ **Ability to Reach Priority Populations**  
The Host Organization must be a community-based organization able to reach at least one of the five priority groups; Indigenous, Punjabi, newcomer, people living with limited income or seniors.
- ❑ **Ability to Meet Participant Age Requirements**  
All participants are adults (ages 19 and over) unless the following criteria is met:
  - Minors aged 13-18 are allowed to participate if a parent or legal guardian is participating with them or;
  - Minors aged 13-18 are allowed to participate unaccompanied if the Facilitator is a staff member of the organization hosting the program and the organization has satisfied all the requirements outlined in the [BCCDC Youth Guidelines](#) document.

## Equipment List - Food Skills for Families

Quantity		Measures
	2 Sets	Measuring Cups – Dry
	2 Sets	Measuring Cups - Liquid
	2 Sets	Measuring Spoons
Quantity		Kitchen Tools
	1	Can Opener
	10	Cutting Boards
	1	Food Thermometer
	1	Garlic Press
	2	Graters
	3 Sets	Mixing Bowl Set
	1	Salad Spinner
	1	Potato Masher
	1	Sieve (fine mesh colander)
	2	Strainers/Colanders
	1 Box	Toothpicks
	3	Vegetable Peelers
	2	Water jugs
	2	Whisks
	1	Knife Sharpener
Quantity		Stove Top Equipment
	2	Frying Pans (large)
	2 Sets	Pots (sauce pans) with Lids <i>small, medium and large</i>
	1	Wok (or deep-sided skillet)

Quantity		Appliances
	1	Blender or Food Processor
	1	Microwave
	1	Stove Top - 4 Burner
	1	Oven
Quantity		Baking Equipment
	1	Baking Dish – Square <i>9" X 9" or 8" X 8"</i>
	1	Baking Dish – Rectangular <i>9" x 13"</i>
	3	Cookie Sheets
	2	Cooling Racks
	2	Muffin Tins
Quantity		Utensils
	10	Chef's Knives
	13 Sets	Cutlery
	10	Paring Knives
	2	Spatulas
	5	Wooden Spoons
Quantity		Other
	13 Sets	Dishes
	2 Sets	Oven Mitts
	1	Dish Soap
	1	Hand Soap
	2	Dish Towels
	3	Hand Towels
	1	Bleach